



CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

WORKFORCE DEVELOPMENT BUREAU

3447 ATLANTIC AVENUE • LONG BEACH, CALIFORNIA 90802 • (562) 570-3700 • FAX (562) 570-3704 • TTY (562) 570-4629

Community Development Specialist I (MIS Technician – Unclassified) Workforce Development Bureau (\$17.405 - \$23.634 per hour)

The Workforce Development Bureau has an opening for a Management Information Systems (MIS) Technician who will update, maintain and utilize data to perform accurate and timely reporting functions for WIA formula and special workforce development programs. This position reports to the MIS Coordinator under the Bureau's Operations Division and provides support to Adult Employment, Youth Opportunity programs, and the Greater Long Beach Workforce Development Board.

EXAMPLES OF DUTIES:

- Assists the MIS Coordinator with tracking and reporting accurate program and performance information.
- Responsible for maintaining and filing MIS forms, documents, and records.
- Performs data entry, ensuring accurate tracking and reporting of adult, youth, and employer information into the Job Training Automation System and peripheral databases.
- Responsible for collecting and reviewing customer documentation to determine adult and youth eligibility under federal, state and local workforce development funding streams.
- Creates, modifies, and maintains data tracking tools, forms, and/or other MIS resources.
- Provides ad-hoc performance reports and briefings to staff and program managers as needed.
- Conducts labor market research and prepares summary reports on occupational and industry projections.
- Provides technical assistance and/or training to staff and subcontractors on MIS related policies, procedures, and directives.
- Responsible for communicating with program staff and customers, ensuring accurate and timely processing of paperwork.
- Maintains current knowledge of WIA, CalWORKS and related MIS requirements.
- Administers applicable assessment tools (i.e. TABE, CASAS) to determine customer proficiencies.
- Attends required training and performs other assignments as needed.

MINIMUM REQUIREMENTS:

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business, or a related field. Related experience may be substituted for the required education on a year-for-year basis.
- Knowledge of WIA, CalWORKS, and related employment and training funded programs.
- Ability to perform basic labor market research and reporting functions.
- Strong math and analytical skills.
- Detailed oriented and produces quality work in a timely manner.
- Ability to simultaneously manage multiple tasks and projects and meet project deadlines.
- Can work flexible/irregular hours as needed.
- Comprehends and edits written and oral information quickly and accurately.
- Ability to communicate effectively, both orally and in writing.
- Possesses a valid motor vehicle operator's license and reliable transportation.
- Proficiency in Microsoft Office 2000 including Word, Excel and Access.
- Ability to conduct presentations and provide training/technical assistance to small and large audiences.
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DESIRABLE QUALIFICATIONS:

- Experience working in the public sector, specifically the workforce development community, highly desirable.
- Three years experience performing MIS related duties for WIA and/or CalWORKS programs.
- Knowledge of the State Job Training Automation System (JTA), including Structured Query Language (SQL).

APPLICATION PROCESS:

Interested applicants are requested to submit a cover letter and resume. Resumes will be reviewed and the most qualified candidates will be invited to participate in further selection procedures. Resumes must be submitted no later than **4:30 p.m. March 1, 2007**, to:

**Department of Community Development
333 W. Ocean Blvd., Third Floor
Long Beach, CA 90802
ATTN: Workforce Outreach Specialist (CD Specialist I)**

EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call Georgette Wittman 48-hours prior to the interview at (562) 570-5799.